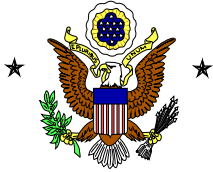


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY 09-006

POSITION: Jury Clerk

LOCATION: Norfolk, VA

Opening Date: February 27, 2009

**Closing Date: Open until filled
(Applications received by March 16, will
receive first consideration)**

CLASSIFICATION LEVEL/SALARY RANGE: CL 23 - CL 24 (\$30,493 - \$54,879)

Actual starting salary dependant upon experience and court preferred qualifications.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Norfolk Division. The incumbent will assist with jury management for both petit and grand jurors. Duties include selecting, qualifying, summoning, and paying jurors. **Frequent travel to the Newport News Division is required. Occasional travel to Alexandria and Richmond divisions may be required.**

DUTIES AND RESPONSIBILITIES

- Reviews and evaluates returned juror questionnaires for qualification eligibility. Identifies name and address changes, follows up on incomplete questionnaires, and sorts questionnaires for scanning.
- Provides copies of instructions and juror handbooks, reviews juror qualifications, and reviews exemptions and excuses with the jurors.
- Conducts juror orientation to large audiences.
- Contacts the courtroom deputies and estimates the number of jurors needed. Prepares the "Orders to Draw a Jury" for approval by the duty judge. Inserts instructions and mails summonses.
- Prepares form letters using the automated jury management system (JMS). Transfers data from jury panels into JMS. Enters attendance, mileage and parking reimbursement data into JMS.
- Receives, examines and processes incoming jury mail. Makes recommendations to the judges concerning jurors' requests for excuses/postponements. Prepares notification letters to petit and grand jurors regarding these requests.
- Records daily messages to jurors using the voice mail system. Answers and returns telephone calls from jurors, clerk's office staff, judge's staff and other agencies.
- Performs backup financial duties when the financial specialist is out.
- Performs backup records management, archiving, and naturalization duties as needed.

QUALIFICATIONS

One year of progressively responsible experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws, and involve the routine use of specialized terminology and automation programs. Prior court experience is preferred. A working knowledge of national and local jury policies and procedures is also preferred.

Other Requirements: Ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. Knowledge of and skill in the use of applicable automated systems, including Excel or other spreadsheet programs. Incumbent must be extremely detail-oriented and possess strong organizational, analytical, problem-solving, and customer service skills. Skill in general

accounting and statistical work.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employee must be a United States citizen or eligible to work in the United States.

Employee will be hired provisionally pending the results of a background investigation.

Employee is required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employee is required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, Application for Federal Employment (document can be found under "Related Links" on the Career Opportunities page of our website), and a list of references. To ensure consideration, applications must be received **by March 16, 2009**.

Submit to: **Marilyn Meath (09-006)**
Administrative Services Clerk
U.S. District Court
600 Granby Street
Norfolk, VA 23510

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.